

**AGING AND DISABILITY RESOURCE CENTER OF WAUKESHA COUNTY
ADVISORY BOARD
Meeting Minutes**

Meeting Date/Time: 8/7/08 – 9:30 a.m.

Location: Human Services Center Conference Room G137

Committee Members:

<u>X</u> Curtis, John	<u>X</u> Lee, Lorraine
<u>X</u> Farrell, Dennis	<u>X</u> Pagels, Nancy
<u>X</u> Goetz, Jennifer	<u>X</u> Turkoske, Julie
<u>X</u> Graham, Bill	<u>EA</u> Weidmann, Larry
<u>X</u> Hansen, Patricia	<u>X</u> Wolff, Sandy
<u>X</u> Johnson, Scott	<u>X</u> Zaborowski, William
<u>X</u> Lee, Glenn	

X = Present A = Absent EA = Excused Absence

Additional Attendees:

<u>X</u> Bellovary, Cathy, ADRC Director	<u>X</u> Mader, Mark, County Board Chief of Staff
<u>X</u> Bodien, Jack, ADRC Operations Manager	<u>X</u> Mary Smith, ADRC Supervisor

Call to Order:

The meeting was called to order at 9:30 a.m..

Welcome and Introductions:

Cathy Bellovary, Director of the ADRC, and Jack Bodien, Operations Manager, welcomed the new Board. Introductions were made.

Member List:

A member list was passed around for phone additions of phone numbers, mailing addresses, and email addresses.

Responsibilities of Members

Member responsibilities were received from Dan Vrakas. Members are on alternating terms so that cycles will vary. Responsibilities include:

- Reviewing the Mission Statement
- Reviewing policies and procedures
- Overseeing the operations of the ADRC
- Obtaining input from the public
- Reviewing grievances
- Reviewing unmet needs
- Reporting to the Regional Advisory Committee

Development of By-Laws:

By-Laws for the ADRC Advisory Board will need to be developed. A copy of the by laws of the Commission on Aging were distributed for review. Dennis Farell, John Curtis, and Glenn Lee volunteered to meet and develop the new by-laws for the Advisory Board. Tom Farley's office will be contacted regarding the by-laws and voting with an absentee or phone ballot.

Materials from ADRC and State:

There are now ADRC's in 85% of the state, with Waukesha's ADRC the largest thus far. Milwaukee County's ADRC is very large but they only represent the aging population. The application to become an ADRC that Waukesha sent to the state was shown to members and a copy will be available to them in a binder to be prepared for members.

ADRC Binder:

A binder will be prepared for all committee members for ADRC materials. John Curtis requested business cards – a generic card that members can write their names on. They will be supplied for all members.

Expenses:

Travel and Training Expense Reports were distributed. Expenses need approval with receipts. Submit monthly or quarterly.

Topics/Tours for Educational Segments:

There will be a presentation on Older Americans Act programming in September by Mary Smith and Barbara Woyak from the ADRC. MCO presentations by Care WI and Community Care will be done in future months. It was requested that specific scenarios be presented because many members have heard the presentations already. MCO brochures were distributed and the large booklets were passed to members. Locations of both MCO's were provided. An educational segment between the Regional Advisory Committee and Waukesha County Advisory Board would be very beneficial. Organizational discussions will still be required. Our Senior Sources Resource Guide will also need to be reworked for the ADRC for future use. Suggestions are welcomed.

Meeting Dates and Times/Next Meeting:

- Future meeting dates and times were discussed and members voted. It was decided that the first Thursday of the month from 9:30 – 11:00 would meet the member's needs.
- The need to establish a Chair, Vice Chair, and a Secretary was brought to the attention of all.
- Dennis Farell nominated Sandy Wolff as Chair. Lorraine Lee seconded the motion.
- Nancy Pagels nominated Larry Wiedmann as Chair. John Curtis seconded the motion.
- Dennis Farell nominated Bill Graham for Vice Chair. Patricia Hansen seconded the motion.
- Patricia Hansen nominated Julie Turkoske for Secretary. Dennis Farell seconded the motion.
- Sandy Wolff nominated Nancy Pagels for Secretary. John Curtis seconded the motion.
- Members moved to hold all nominations open.
- Bios of those nominated should be forwarded to the ADRC office.

Questions:

Lorraine Lee -

Q. How to direct advice and suggestions received.

A. To bring suggestions back to the board or to phone if the matter is urgent.

Dennis Farell –

Q. Wanted to know about the Grievance process and procedure.

A. The process was described and mentioned that a copy of the grievance process and complaint form would be given to all members.

John Curtis –

Q. Will there be a newsletter to the community and will we still be responsible for the Seniors Lifestyle Conference and the Family Caregiver Conference?

A. The newsletter has not been determined at this time but the two conferences will continue.

Patricia Hansen –

- Shared her insight into the last CWAG State Convention that she had attended.
- It was requested that Senior Care be extended.
- Thousands of Stimulus checks were never applied for.
- The poverty level needs to be raised.
- The need for access of electronic health records exists.
- There is an astounding rate of illiteracy of seniors in understanding their health issues.
- Dennis Farell also elaborated on this aspect of the convention.

Anyone who had completed their Public Official Form & New Hire/ReHire Forms turned them in.

Adjournment:

John Curtis moved to adjourn the meeting at 11:05 a.m.. Dennis Farell seconded the motion; all in attendance approved.

Tour of ADRC:

Cathy Bellovary and Jack Bodien gave a tour of the new ADRC office space to all members..

Next meeting date/time/location:

Next meeting date is Thursday, September 4th, 2008 at 9:30 in the Brookfield Room of the Human Services Center, Room G137

Approved _____ **Date** _____

Recorded and Submitted by Linda Grimm 8/7/08.